



FUNDRAISING AUTHORIZATION AND APPROVAL FORM

(This form, with any contracts, written agreements, all appropriate signatures and club meeting minutes attached should be submitted to Student Government for approval) CLUB # _____

Name of Club/Booster Organization: _____ Date: _____

Fundraiser: _____

Purpose of Fundraiser: _____

All travel/trips must be approved prior to any fundraising and approval paperwork must be attached

Method & Description (what will be sold, how it will be sold, at what function etc): _____

If Fundraiser is co-sponsored between parent organization (booster) and student clubs, description of how the fundraising activities and funds will be divided: _____

Location of Fundraiser (specific room, address, etc): _____

Start Date: _____ End Date: _____

All Fundraisers must have the approval the School Administrator & Student Government.

REMINDERS:

- IF PURCHASING SUPPLIES FOR A FUNDRAISER, YOU MUST ALSO COMPLETE THE REQUEST FOR A PURCHASE ORDER PRIOR TO STARTING YOUR FUNDRAISER!
- All fundraisers involving classroom interruption require special Administrative approval.
- If a specific facility is to be used in conjunction with your fundraiser, you must submit a calendar request to the assistant principal for student activities.

Club Officer/Booster Treasurer: _____ Date in Minutes: _____
(signature)

Club Sponsor/Booster President: _____
(signature)

Administrator _____ Date: _____
(signature)

For Student Government Use Only

Request Approved/Disapproved (circle one) Comments: _____

Student Government Officer: _____ Date: _____

For Bookstore Use Only

Date Received: _____ Date Scanned and emailed: _____

Purchase Order Completed: YES/NO (circle one) Date Completed _____